



The U.S. Department of Justice, Office on Violence Against Women (OVW) (www.usdoj.gov/ovw) is pleased to announce that it is seeking applications for the Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program. This program furthers the Department's mission by strengthening on campus victim services, security, and investigative strategies to prevent and prosecute violent crimes against women on campuses.

OVW FY 2007

Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking On Campus Program

Eligibility

Applicants are limited to institutions of higher education as defined under the Higher Education Amendments of 1998.
(See "Eligibility," page 4)

Deadline

Letters of intent to apply should be submitted by February 8, 2007.
All Applicants should register online with Grants.gov by February 22, 2007.
All applications are due by 8:00 p.m. E.S.T. on March 8, 2007.
(See "Deadline: Application," page 4)

Contact Information

For assistance with the requirements of this solicitation, contact the Office on Violence Against Women at (202)307-6026.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov Number assigned to announcement OVW-2007-1481

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OVW Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program

(CFDA 16.525)

Overview

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, dating violence, sexual assault, and stalking. Since its inception, OVW has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

About the OVW Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program

Dating violence, domestic violence, sexual assault, and stalking are serious problems on campuses, as they are across the nation. These crimes on campuses raise unique issues and challenges that Congress addressed by creating the Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program (hereinafter referred to as the Campus Program).

Unlike their counterparts in the larger community, students victimized by other students often face additional challenges in a “closed” campus environment. For example, a victim of dating violence, domestic violence, or sexual assault may continue to live in danger if the perpetrator resides in the same dormitory or attends the same classes. On smaller campuses, a victim may wish to remain anonymous but may find this to be virtually impossible in such an insular environment. Similarly, stalking victims may find it difficult to escape their tormentors, because the stalker may have a seemingly “legitimate” reason for remaining in contact with or in proximity to the victim (e.g., studying in the library). The fear and anguish suffered by rape victims may continue if they attend the same classes or live in the same dormitory as the perpetrator. In other cases, a victim may be harassed by classmates or by a perpetrator’s friends who claim that the victim “asked for it” or “provoked” the crime. Even changing class schedules or living arrangements may not eliminate the threat of encountering the perpetrator on campus.

Survivors of dating violence, domestic violence, sexual assault, and stalking from diverse communities frequently confront additional challenges when seeking assistance. Victims with disabilities may struggle with obstacles, such as shelters that cannot physically accommodate them. International students, or the spouses or partners of international students, may face linguistic or cultural barriers to obtaining services. Likewise, victims from racial, ethnic, or religious minority groups may fear discrimination when they attempt to obtain services.

While many institutions of higher education now assist victims in initiating criminal proceedings through local law enforcement agencies, historically, institutions have addressed dating violence, domestic violence, sexual assault, and stalking through closed administrative

procedures or mediation. When colleges and universities choose the criminal justice approach over the administrative/mediation approach, they send a correct message to victims, perpetrators, and the entire campus community that these actions are criminal behavior.

In order to effectively address these unique issues, the Campus Program's primary purpose is to develop and strengthen victim services in cases involving domestic violence, dating violence, sexual assault, and stalking on campuses. The Campus Program also aims to strengthen security and investigative strategies to prevent and prosecute these crimes on campuses.

Since its inception, many campuses are addressing these crimes by developing campus-based coordinated responses that include campus victim services, campus law enforcement, health providers, housing officials, administrators, student leaders, faith-based organizations, student organizations, and disciplinary boards. This coordinated community response is intended to enhance victim safety and assistance as well as hold offenders accountable. To be effective, these responses must be linked to local criminal justice agencies and service providers, including local law enforcement agencies, prosecutors' offices, the courts, and nonprofit, nongovernmental victim advocacy and victim services agencies.

Deadline: Letter of Intent

All applicants who intend to apply for FY 2007 funding under this program are encouraged to **submit a non-binding letter of intent**, (please see http://www.usdoj.gov/ovw/docs/sample_letter_of_intent.pdf), to OVW by February 8, 2007. You may send the letter to OVW at **ovw.campus@usdoj.gov**. OVW will use these letters to forecast the number of peer review panels needed to review competitive applications.

Deadline: Registration

The *Grants.gov* registration deadline is February 22, 2007. Registering with Grants.gov is a one-time process; however, if you are a first-time registrant, it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) register with Central Contractor Registry (CCR), 2) be authorized as an Authorized Grantee/Recipient Official (AGO) in your organization, and 3) register yourself as an (AGO). For more information, go to www.grants.gov. **Note: Your CCR registration must be renewed once a year. Failure to renew your CCR registration will prohibit submission of a grant application through Grants.gov.**

Deadline: Application

The due date for applying for funding under this announcement is 8:00 pm E.S.T. March 08, 2007.

Eligibility

It is very important that you review this information carefully. Applications that are submitted by non-eligible entities will be screened out during an initial review process.

By statute, eligible entities for this program are:

- This program is authorized by 42 U.S.C. 14045b. Eligible grantees for this program are institutions of higher education as defined under the Higher Education Amendments of 1998.

A consortium or flagship of higher education institutions also may apply for these grants provided that **each individual consortium or flagship member** is also eligible to apply.

Funding to Faith-Based and Community Organizations

Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

OVW Campus Program – Specific Information

Types of Applicants

In FY 2007, OVW will accept applications for the Campus Program from both current grantees and new applicants.

New applicants are any entities that are not currently receiving funds through the Campus Program.

Current grantees are eligible for continuation funding to support on-going activities or to enhance those activities for an extended period of time. **Applicants issued awards in FY 2006 are not eligible to apply.**

Other Categories of Applicants:

- **Individual applicants** represent a single institution of higher education that will develop and implement the program requirements across their campus
- **Consortia projects** are two or more institutions of higher education working together to implement the campus program. Each institution within the consortium must fully implement the identified project activities on its respective campus. A consortium application must

describe fully the relationship among the various entities represented in the application. In a consortium, one institution must be designated to receive and administer grant funds and to manage and coordinate all grant activities.

- Flagship projects consist of two or more institutions of higher education that share and are accountable to a common legislature, board of regents, governing board, or system with enforcement capabilities. One institution is designated as the principal institution and must be able to demonstrate competence and effective implementation of prior Campus Program awards for at least two grant periods or four years. In order to meet this criteria, prior grant award cycles do not have to be consecutive. The principal institution will utilize key practices, policies, project activities, and products already in existence to lead other schools within their system to implement and incorporate them onto their respective campuses.

Availability of Funds

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Award Period

The award period for these grants will be **36 months. The budget must reflect 36 months** of project activity, **and the total “estimated funding” (block 15) on the SF-424 must reflect 36 months.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs. Campus Program funds for FY 2007 will be awarded based on the following guidelines:

- **up to \$300,000 for individual projects, up to \$500,000 for consortia projects, and up to \$1,000,000 for flagship projects**

See “Types of Applicants” on page 5 for a description of consortia and flagship projects. Grants may be made for greater or lesser amounts than requested. In addition, OVW may negotiate the scope of work and the budget with applicants prior to granting an award. **Current grantees should note that continuation funding is not guaranteed.**

All applications will be subject to peer review and/or internal review by OVW staff and will be scored according to the criteria set forth in this solicitation. Applications with the highest scores will be eligible to be considered to receive funds for this grant program.

Program Scope

The scope of the Campus Program is defined by the following “statutory purpose areas” and “minimum requirements.” Applicants should address these purpose areas and requirements in the Program Narrative section of the application.

Proposed projects must implement activities consistent with the statutory program purpose areas. Proposed projects **must** address at least one purpose area, but do not need to address multiple purpose or priority areas in order to receive funding. However, not less than 20% of the funds requested must be for a victim services program under purpose area four.

Statutory Program Purposes:

By statute, funds under the Campus Program may be used for the following purposes:

- To provide personnel, training, technical assistance, data collection, and other equipment with respect to the increased apprehension, investigation, and adjudication of persons committing domestic violence, dating violence, sexual assault, and stalking on campus.
- To develop and implement campus policies, protocols, and services that more effectively identify and respond to the crimes of domestic violence, dating violence, sexual assault, and stalking, and to train campus administrators, campus security personnel, and personnel serving on campus disciplinary or judicial boards on such policies, protocols, and services.
- To implement and operate education programs for the prevention of domestic violence, dating violence, sexual assault, and stalking.
- To develop, enlarge, or strengthen victim services programs on the campuses of institutions involved, including programs providing legal, medical, or psychological counseling, for victims of domestic violence, dating violence, sexual assault, and stalking, and to improve delivery of victim assistance on campus. To the extent practicable, such an institution shall collaborate with any entities carrying out nonprofit and other victim services programs, including domestic violence, dating violence, sexual assault, and stalking victims services in the community in which the institution is located. If appropriate victim services are not available in the community or are not accessible to students, the institution shall, to the extent practicable, provide a victim services program on campus or create a victim services program in collaboration with a community based organization. **The institution shall use not less than 20 percent of the funds made available through the grant for a victim services program provided in accordance with this paragraph.**
- To create, disseminate, or otherwise provide assistance and information about victims' options on and off campus to bring disciplinary or other legal action, including assistance to victims in immigration matters.
- To develop, install, or expand data collection and communication systems, including computerized systems, linking campus security to local law enforcement for the purpose of identifying and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions with respect to the crimes of domestic violence, dating violence, sexual assault, and stalking on campus.
- To provide capital improvements (including improved lighting and communications facilities, but not including the construction of buildings) on campuses to address the crimes of dating violence, domestic violence, sexual assault, and stalking.
- To support improved coordination among campus administrators, campus security personnel, and local law enforcement to reduce domestic violence, dating violence, sexual assault, and stalking on campus.

These strategies should be part of an overall coordinated campus and community response to domestic violence, dating violence, sexual assault, and stalking on campuses. For example, if an application proposes to make capital improvements, such as installing improved lighting, this must be an element of a larger effort to address the problem comprehensively.

Applications must demonstrate how victim services are or will be provided. Education efforts that raise awareness about these crimes on campus must direct victims to appropriate services. Additionally, institutions of higher education are encouraged to adopt and publicize policies that encourage students to report domestic violence, dating violence, and sexual assaults even though alcohol, drugs and other illegal activities may be involved. **The Campus Program will not fund projects that focus primarily on alcohol and substance abuse.**

Program Priority Areas:

OVW is especially interested in supporting projects submitted by:

- Historically Black Colleges and Universities (HBCU);
- Tribal Colleges and Universities;

- Universities and Colleges that serve primarily Latino or Hispanic populations; and
- Universities and Colleges based in the territories of Guam, Virgin Islands, Puerto Rico, Northern Mariana Islands, and American Samoa.

Minimum Requirements

All applicants for the Campus Program must:

- Create a coordinated community response to violence against women on campus. The multidisciplinary response should involve the entire campus as well as the larger community in which the campus is located.

For example, the following campus-based representatives and entities should be involved:

- students, especially victims;
- campus-based victim services providers and violence prevention programs;
- campus law enforcement or department of public safety;
- faculty and staff;
- administrators, including the institution's president and student affairs administrator;
- women's centers;
- women's studies and other relevant academic departments;
- student groups, including those representing diverse or underserved student populations;
- the athletic department;
- sororities and fraternities;
- student health care providers and campus health centers and hospitals;
- campus counseling centers;
- faith-based and community organizations;
- campus clergy;
- campus housing authorities, and residence hall assistants;
- library administrators;
- campus disciplinary boards and judicial boards; and
- representatives from student government.

Coordinated campus and community response teams should meet on a regular basis to review protocols, policies and procedures of member organizations and to provide cross-training on the missions and roles of individual agencies. In addition, coordinated response teams should develop formal policies and protocols for responding to violent crimes against women when they occur.

Note: At a minimum, campuses applying for support must develop partnerships with at least one local nonprofit, nongovernmental victim services organization within the community which the institution is located **and** one or more of the following criminal justice or civil legal agencies: external law enforcement, prosecution, civil legal assistance providers, systems-based victim services units, or judiciary and court personnel. An applicant who is partnering with campus law enforcement or campus security **must** still partner with a criminal justice or civil legal agency. For more detail on this requirement, please see the section on "External Memorandum of Understanding" on page 18.

- Establish a **mandatory** prevention and education program about domestic violence, dating violence, sexual assault, and stalking for **all** incoming students, working in collaboration with campus and community-based victim advocacy organizations. **NOTE:** Please provide information regarding how your institution will ensure that all incoming (first year students, transfer students, etc.) students will receive the **mandatory** training. The program should include information about dating violence, domestic violence, sexual assault, and stalking.
- Train campus police to respond effectively in dating violence, domestic violence, sexual assault, and stalking cases. Training programs should be developed in collaboration with campus or community-based victim advocacy programs and should include information about relevant state and federal laws and arrest protocols; information on enforcement of orders of protection; and instruction on making primary aggressor determinations.
- Establish or strengthen programs to train members of campus disciplinary boards to respond effectively to charges of domestic violence, dating violence, sexual assault, and stalking. All members of campus disciplinary boards, including faculty, staff, students, and administrators should receive expert training on these crimes. Training topics could include information about the causes and effects of domestic violence, dating violence, sexual assault and stalking; a review of the student conduct code; definitions of domestic violence, dating violence, sexual assault, and stalking; information on the issue of consent in sexual assault cases; how to judge credibility; drug facilitated sexual assault; and the available range of sanctions should the charged student be found responsible by the disciplinary board.

Activities That May Compromise Victim Safety

Ensuring victim safety is a guiding principle underlying this Program. Experience has shown that certain practices may compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety while holding perpetrators accountable for the criminal conduct, applicants are strongly discouraged from proposing projects that include any activities that may compromise victim safety, such as the following:

- Offering perpetrators the option of entering pre-trial diversion programs;
- Mediation or counseling for couples as a systemic response to domestic violence;
- Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- Procedures that would force victims of domestic violence to testify against their abusers or impose other sanctions on them;
- Prevention programs that focus primarily on victim behavior because they reinforce the myth that victims somehow provoke or cause the violence they experience;
- Programs that focus primarily on alcohol and substance abuse;
- Inflicting restrictive conditions to be met by victims in order to receive services (Seeking protection orders or seeking counseling needs to be a choice made by the victim and not a condition(s) for services imposed upon them.).

Unallowable Activities

Grant funds under the Campus Program may not be used for any unauthorized purposes, including but not limited to the following activities:

- Lobbying
- Fundraising

- Research projects
- Sexual Harassment Programs
- Training to elementary and secondary students on sexual assault, dating violence, domestic violence, and stalking
- Physical modifications to buildings, including minor renovations

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

<i>Objective</i>	<i>Performance Measures</i>	<i>Data Grantee Provides</i>
Strengthen partnerships for safer communities and enhance the Nation's capacity to prevent, solve, and control crime.	<p>1) Identify the number of victims receiving requested services funded by the Campus Program.</p> <p>2) Identify the number of victims reporting crimes on grantee campuses.</p> <p>3) Identify the number of disciplinary actions and/or prosecutions for campus-based crimes of domestic violence, sexual assault, and stalking.</p> <p>4) The number of individuals seeking services who could not be served including reasons why such victims could not be served (e.g., lack of resources, lack of staff expertise, etc.).</p> <p>5) A statistical summary of persons served, detailing the nature of the victimization, and providing data on age, sex, race, ethnicity, language, disability, relationship to offender, geographic distribution, and type of campus.</p>	<p>This information will be provided to OVW through semi-annual progress report forms. Please see http://muskie.usm.maine.edu/vawamei/attachments/pdf/forms/campus/campussemiform.pdf for a sample form.</p>

How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative -- Grants.gov -- is a "one-stop storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions

Complete instructions can be found at www.grants.gov. Please note that Grants.gov is not the Grants Management System (GMS) through which OVW applicants have submitted applications in previous years. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

In addition, applicants must send via overnight delivery a complete hard-copy original of the application, including signed copies of all required Assurances and Certifications, postmarked by March 8, 2007 to:

**The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
OVW Campus Program
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000**

CFDA Number

The Catalog of Federal Domestic Assistance number for this program is 16.525, titled "Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program," and the funding opportunity number is OVW-2007-1481.

A DUNS Number is Required

The Office of Management and Budget requires that all business and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

What an Application Must Include

Applicants must complete each of the following sections as part of their response to this solicitation. **It is the responsibility of the applicant to ensure that the application is complete. OVW will remove the application from consideration prior to peer review if the application is incomplete.** For each section listed below, please note the corresponding maximum point value that may be assigned during the review process. The proposal should follow the order below for easy reading. Please be sure to number each page of the application. Peer reviewers will not receive materials submitted beyond those required by this solicitation.

Applications must use the following page format requirements:

- Double spaced
- 8½ x 11 inch paper
- One inch margins

- Type no smaller than 12 point, Times New Roman font
- No more than one page each for Summary Data Sheet and Abstract
- No more than 5 pages for Status of the Project (if applicable)
- No more than 20 pages for the Project Narrative (Items D through G below)

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through Grants.gov. However, it should also be printed out and included in the hard copy that is submitted. The Catalog of Federal Domestic Assistance number for this program is 16.525 (block 10). Please be sure that the amount requested matches the amount in the submitted budget.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying.

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through Grants.gov.

Narrative (Total 65 Points)

The following narrative will be submitted as an attachment in Grants.gov.

A. Summary Data Sheet

Please identify the following:

- Name, title, address, phone number, and e-mail address for the authorized official.
- The institution and type of institution (e.g., private, public, tribal, and/or community college, men's or women's college, Historically Black College) applying for funding;
- The nonprofit, nongovernmental victim service program collaborating on this project;
- The criminal justice or civil legal agencies or organizations partnering on this project;
- Whether this is a new or continuation application;
- Whether this project is a single, consortium, or flagship project;
- Whether the applicant is a rural, urban or suburban institution;
- The regional area(s) (city, town, county, or unincorporated area) where this project will be implemented;
- The population and square mileage of the region where the campus community is located;
- The demographics of the population being served;
- The number of students; and
- The Campus Program Statutory Purpose Areas addressed by this proposal.

B. Abstract/Proposal Summary

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should concisely describe proposed project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

Abstract will be reviewed by the peer review panel according to the following criteria:

- Conciseness; and
- Accuracy in summarizing the Project Narrative.

C. Status of the Current Project

Only applicants for continuation or flagship funding need to complete this section. This section will just be used for internal review. Applications that do not meet the criteria below may receive a deduction in points. This section should be provided on a separate page as it is a separate section from the program narrative and does not count toward the page limits of the narrative. State what has been accomplished with previous funding under the Campus, including the following:

- A description of the goals and objectives from the prior grant period and a brief discussion of the status of the existing project;
- The status of any project products;
- Any unanticipated obstacles to project implementation;
- The approximate unobligated amount of award funds remaining as of March 8, 2007, the anticipated time line for expenditure of all remaining funds within the grant award period, whether the grantee anticipates requesting a no-cost extension of the award, and the likely timeline for such a request.
- A list of all OVW-sponsored technical assistance events attended during the life of the current award, including the title, location and date(s) of each.

Flagship projects should provide:

- A description of the goals and objectives from the previous implementation of the campus program
- A brief description of key project accomplishments from the previous campus program that they would like to implement onto other campuses within their system.

This section should be as clear and succinct as possible.

Additionally, current projects will be rated by OVW using the following criteria:

- Whether progress reports submitted by the applicant, in conjunction with monitoring conducted by OVW, demonstrate the effectiveness of the current project, indicating progress toward meeting project goals and objectives, and demonstrate that the current project has progressed in a timely manner as outlined in the original proposal;
- Whether the grantee has demonstrated that past activities supported with Campus Program funds have been limited to program Purpose Areas;
- Whether the grantee has complied with all special conditions of its existing grant award from the Department of Justice;
- Whether the grantee has adhered to programmatic and financial reporting requirements;
- Whether the grantee has demonstrated a commitment to sustaining the project after federal funds are no longer available;
- Whether the grantee appropriately utilized and actively participated in OVW-sponsored workshops and other technical assistance events as required by a special condition of the current award;
- Whether the grantee has received financial clearances on all current grants from DOJ;
- Whether the grantee has complied with the Office of Management and Budget audit requirement;
- Whether grant funds have been spent in a timely manner.

Please note, applicants with an OVW grant history that failed to meet grant deadlines, did not comply with Office of Justice Programs' (OJP) financial requirements, or did not comply with special conditions from previous grants, will not be considered for funding.

D. Purpose of Application (10 points)

This section should briefly:

- Describe the problem to be addressed and how funding would alleviate it;
- Identify the target population and state how the target population would benefit from the proposed project (please use current demographic information of the service area in order to be as specific and detailed as possible when describing the population to be served);
- Describe current services and gaps;
- Describe the community's service area in which the project would be implemented, including location, population, and demographic information; and
- Describe how the proposed project complements the State's STOP Violence Against Women Implementation Plan.

Flagship Projects must also:

- Estimate the number of students that will be impacted by the implementation of the flagship project

E. What Will Be Done (40 points)

This section should briefly:

- Detail the project goals and objectives;
- Describe the specific tasks and activities necessary for accomplishing each;
- Include a time frame that identifies when activities will be accomplished; and
- Describe how the Federal funds made available under this grant will be used to supplement and, to the extent practical, increase the level of funds that would, in absence of federal funds be made available by the institution for the purpose described in the application.

All applicants must address how they will meet the 4 minimum requirements of the program: 1) creating a coordinated community response team, 2) establishing a mandatory prevention and education program for all incoming students, 3) training campus police or public safety officers, and 4) training members of campus disciplinary or judicial boards.

Applicants must demonstrate that they have consulted and coordinated in a meaningful way with nonprofit, nongovernmental domestic violence and/or sexual assault victim services organizations.

Continuation grants must be based on the original project goals, objectives, and activities. The applicant should describe how additional funding will continue and/or enhance the existing project.

Flagship Projects:

In addition to the above criteria, flagship projects must:

- Fully describe how the project would be implemented onto the remaining campuses; and
- Describe how the project would develop measures of accountability to ensure activities are completed throughout the flagship.

Victim service organizations should meet all of the following criteria:

- Provide services to victims of domestic violence, sexual assault, dating violence, or stalking as one of their primary purposes and have a demonstrated history of effective work concerning such issues;
- Address a demonstrated need in their communities by providing services that promote the dignity and self sufficiency of victims, improve their access to resources, and create options for victims seeking safety from perpetrator violence; and
- Do not engage in activities that compromise victim safety.

F. Who Will Implement the Project (10 points)

All applicants must identify the agency/ies or office/s responsible for carrying out the project. This section should clearly identify **all** of the project partners, specifying their respective roles and responsibilities, and the collaborative relationship to be developed/enhanced. A description of the expertise or experience of key staff should also be included.

All consortium and flagship applicants must also identify the campus offices or agencies or consortium of offices or agencies responsible for implementing the project. Applications submitted on behalf of a group of offices within a single institution of higher education, joint applications by two or more eligible institutions of higher education, or flagship project must describe fully the relationship among the various entities represented in the application.

In consortium and flagship projects, one institution must be designated to receive and administer grant funds and to manage and coordinate all grant activities.

In addition, all applicants **are required** to enter into formal collaborations with nonprofit, nongovernmental organizations serving victims of domestic violence and one or more criminal justice or civil legal agencies.

Community-based domestic violence and/or sexual assault victim services organizations must be involved in the **development and implementation** of the project.

G. Sustainability Plan (5 points)

As this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Campus Program were no longer available.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term. **Continuation or supplemental funding is not guaranteed and applicants are always encouraged to seek additional means of support to sustain their current projects.**

Budget Detail Worksheet and Narrative (15 Points)

Each application must include a detailed budget and budget narrative for the project. This will be submitted as an attachment in Grants.gov. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to, compensation for time and travel expenses to attend or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions.

Budget Caps

It is likely that awards will be limited to up to \$300,000 for individual projects, up to \$500,000 for consortia projects, and up to \$1,000,000 for flagship projects.

OVW has the discretion to make grants for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to award of a grant.

Budget Requirements

The following is a short list of budget guidelines:

- Applicants are strongly discouraged from requesting consultant rates in excess of \$450 per day, because they require prior approval from the Director of the Office on Violence Against Women.
- Applicants **may not** allocate any funds for building renovations. This includes such seemingly minor activities as painting or carpeting.
- Applicants may not use any OVW funds for conducting research. However, up to 1% of the budget may be allocated for the purpose of assessing the effectiveness of funded activities. For example, funds may be used to conduct pre and post testing of training recipients or victim satisfaction surveys. In conducting such testing or surveys, grantees may not collect, analyze or disseminate any information identifiable to a private person during the course of assessing the effectiveness of funded activities.
- A contribution of non-Federal dollars ("match") is not required for this program, but applicants are encouraged to maximize the impact of Federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-Federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- Access to current research and practice on violence against women through training and technical assistance can reduce staff burnout, improve project performance, and impact project sustainability. Therefore, OVW offers a wide range of training and technical assistance opportunities to all of its grantees. These offerings are specifically designed to assist grantees in meeting their goals and objectives and in complying with all relevant statutory and programmatic requirements. All applicants **are required** to allocate funds in **the amount of \$30,000 for individual projects and \$60,000 for consortium and flagship projects**, to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. Individual applicants are required to bring a multi-disciplinary team of 4 to each of the two annual Technical Assistance Institutes. Consortium and Flagship applicants are required to bring a minimum of 6 and a maximum of 8 team members to each of the Institutes. Flagship applicants are required to bring a principal trainer from victim services, law enforcement

representative (campus and community based), campus disciplinary or judicial board member and a flagship representative. Applications selected for funding that do not include the entire recommended amount will not receive additional funds for this purpose, but will be required to adjust their budgets to cover these costs prior to final approval of the proposal. This required amount must be included in the “travel” category. Please provide an estimated breakdown for this amount (include the number of trips, number of travelers, airfare or mileage, lodging, per diem, etc.). These funds are to be used **only** for OVW-designated technical assistance unless otherwise approved by OVW. Any training and TA funds not used by the end of the grant period may not be reprogrammed and must be returned to OVW. Travel funds should be used to support travel by all partners, including nonprofit, nongovernmental victim services providers.

- Applicants are also encouraged to include funds in their budgets to attend Financial Management Training Seminars sponsored by the Office of Justice Programs’ (OJP), Office of the Comptroller. These seminars instruct participants in the financial administration of OJP and OVW formula and discretionary grant programs. A schedule listing the financial training seminars is available at <http://www.ojp.usdoj.gov/oc/fmts.htm>.

A Sample Budget Detail Worksheet is available at http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf. The budget and budget narrative should be submitted online as one attachment. When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

Memorandum of Understanding (MOU) (20 points)

Applicants are required to provide documentation that demonstrates they have consulted and coordinated in a meaningful way with nonprofit, nongovernmental domestic violence and/or sexual assault victim services organizations. OVW requires this to be done by the submission of an MOU. **This section should be completed by applicants seeking individual or consortia funding. For those seeking flagship funding, please move to the following section entitled “Flagship Projects”.**

Each individual or consortia application must include an External Memorandum of Understanding (EMOU) AND an Internal Memorandum of Understanding (IMOU) submitted as two separate documents. Each applicant must include, as an attachment, a current (**i.e., signed and dated during the development of the proposal**) EMOU and IMOU created and signed by the chief executive officers and/or directors of:

- Participating partners within the institution(s).

Continuation applicants must develop a new MOU that reflects the continuation of project activities and include current dates and signatures from all relevant project partners.

Internal Memorandum of Understanding (IMOU) Among Entities within an Institution of Higher Education: 10 Points

The IMOU must do the following:

- Identify the partners and provide a brief history, if appropriate, of any past or current collaborative relationship among partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;

- Specify the extent of each party's participation in developing the application;
- Clearly state the roles and responsibilities each partner would assume to ensure the success of the proposed project;
- Indicate approval of the proposed project budget by all signing parties; and
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, training).

Individual Applicants should submit the IMOU as one document including signatures from appropriate representatives of each campus-based partner entity (e.g., Director of Athletics, Director of the Women's Center, Chief of Campus Public Safety, Dean of Students). The absence of an IMOU that fully addresses all of the points described above will be deemed a deficiency of the overall proposal.

For Consortia Projects the IMOU can be presented in one of two ways: 1) as a single document that outlines each partner; their roles and responsibilities within the consortium, with all signatories presented on one page; or 2) it can contain a summary page with the activities to be completed within the consortium along with IMOUs from each institution involved in the consortium. The IMOUs of each school must identify their partners, their roles and responsibilities, and the corresponding signatures including the school's authorizing official (i.e., presidents, chancellor, or provost).

The IMOU should be a single document that includes signatures and dates from all partners. Signatories should be sure to include their titles and agencies under their signatures.

External Memorandum of Understanding (EMOU): 10 Points

The EMOU must be created and signed by the Institution of Higher Education as well as the chief executive officers and/or directors of: at least one local nonprofit, nongovernmental victim services organization **and** one or more of the following criminal justice or civil legal agencies: external law enforcement, prosecution, civil legal assistance providers, systems-based victim services units, or judiciary and court personnel, faith-based organizations, and other community agencies or organizations that will collaborate to implement the project. An applicant who is partnering with campus law enforcement or campus security **must** still partner with a criminal justice or civil legal agency. The EMOU should be a single document that includes signatures and dates from all partners. Signatories should be sure to include their titles and agencies under their signatures. Letters of support may **not** be submitted in lieu of the EMOU.

The EMOU must do the following:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each party's participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties; and

- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, training).

Flagship Memorandum of Understanding (FMOU): 10 pts.

The FMOU is a single document that must be created and signed by a representative of the governing body, the principal Institution of Higher Education, as well as, the chief executive officers and/or directors of: at least one local nonprofit, nongovernmental victim services organization (e.g., state coalition) **and** one or more of the following criminal justice or civil legal agencies: external law enforcement (e.g., county sheriffs), prosecution, civil legal assistance providers, systems-based victim services units, or judiciary and court personnel. In addition, faith-based organizations, and other community agencies or organizations may be included. The FMOU must also include signatures from all authorizing officials (i.e., president, chancellor, provost) of the partnering institutions. Signatories should be sure to include their titles and agencies/institutions under their signatures. An applicant who is partnering with campus law enforcement or campus security **must** still partner with a criminal justice or civil legal agency. Letters of support may **not** be submitted in lieu of the FMOU.

The FMOU must do the following:

- Describe the relationship among those institutions and partners under the auspices of the governing body;
- Identify the partners and clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Specify the extent of each party's participation in developing the application;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing parties; and
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, training, and travel).

Member Institution Memorandum of Understanding (MIMOU): 10 pts.

Each member institution must include, as an attachment, a member institution memorandum of understanding (MIMOU) among the contributing partners within their jurisdiction. Signatories should be sure to include their titles and agencies/institutions under their signatures. Letters of support may **not** be submitted in lieu of the MIMOU.

This MIMOU must do the following:

- Identify the partners and provide a brief history, if appropriate, of any past or current collaborative relationship among partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each party's participation in developing the application;
- Clearly state the roles and responsibilities each partner would assume to ensure the success of the proposed project;
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, training, and travel).

Member Institutions should submit the MIMOU as one document including signatures from the authorizing official (i.e., president, chancellor, provost) and appropriate representatives of each

campus-based partner entity (e.g., Director of Athletics, Director of the Women's Center, Chief of Campus Public Safety, Dean of Students). The absence of an MIMOU that fully addresses all of the points described above will be deemed a deficiency of the overall proposal.

Letter of Nonsupplanting

Applicants must submit a letter to OVW's Director, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. Please refer to http://www.usdoj.gov/ovw/docs/nonsup_letter.pdf for a sample letter.

Financial Capability Questionnaire

[Insert the following section, if appropriate:] All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within the last 3 years) received funding from OVW or OJP must complete a Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>. You should also include the cognizant Federal audit agency and fiscal year on the first page. In addition, be sure to submit your current year's audit report with the Financial Capability Questionnaire.

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement. If you need additional information on this requirement, please go to <http://www.ojp.usdoj.gov/FinGuide/part3chap17.htm>.

Certification of Eligibility Requirements

All applicants are required to certify that they are in compliance with the following (see Appendix B):

- The Higher Education Act of 1965, as amended, requires in part that all eligible institutions of higher education collect certain types of information about campus crime statistics and security policies for their respective campuses 20 U.S.C. §1092 (f). The information must be compiled in an annual security report and disseminated to all current students and employees, and, upon request, to any applicant for enrollment or employment. The annual security report must contain information regarding campus security policies and campus crime statistics. 20 U.S.C. §1092(f) should be consulted for complete information about these reporting requirements.
- 20 U.S.C. §1232g(b)(6), provides, in part, that institutions of higher education may disclose the final results of any disciplinary proceeding conducted by the institution against an alleged perpetrator of any violent crime or a non-forcible sex offense if the institution determines as a result of the disciplinary proceeding that the student committed a violation of the institution's rules or policies with respect to the offense. This disclosure may include the name of any other student, such as a victim or witness, only with the written consent of that other student.

In the case of a consortia or flagship project, all institutions must sign a letter to certify compliance. Please note that while certification is required under this grant program, institutions of higher education that receive federal funds are already required to comply with these provisions.

This letter of certification must be signed by the authorizing official of the institution of higher education(s).

Selection Criteria

In addition to the criteria above, all applications will also be rated on the following:

- The extent to which all project activities fall within the statutory scope of the program;
- The extent to which proposed activities would address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which the proposal does not include activities that compromise victim safety;
- The extent to which activities are clearly described and reflect sound and innovative strategies to improve victim safety; and
- The extent to which the budget is reasonable and within established limits.

For Flagship applicants in addition to the selection criteria referenced above and in section A-G on pages 12-15, **selected** flagship projects will be asked to present their proposal to OVW in Washington, DC during the week of April 23-27th, 2007. At this time, the applicants will respond to questions regarding their initiative. Five partners including representatives of the governing body, lead agency, law enforcement, victim services, and judicial board members should attend to adequately represent the institution's commitment to this project. OVW will be responsible for arranging and financing travel expenses for the presentation.

Review Process

All applications will be subject to internal review by OVW staff and peer review and will be scored according to the criteria set forth in this solicitation. **If the application fails to meet the criteria listed below for the initial internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are sent to formal peer review, only those sections of the application that are within scope will be reviewed.** Criteria for the initial internal review follow:

- Whether the application is complete;
- Whether the proposed activities are within the scope of the program (see page 6);
- Whether all statutory eligibility criteria are met (see page 4);
- Whether the minimum requirements for the program are met (see page 8);
- Whether the certification requirements for the program are met (see page 20);
- Whether the application proposes significant activities that may compromise victim safety (see page 9); and
- Whether the proposed budget is within the established limits (see page 16).

In addition, applications for continuation funding will be reviewed for prior compliance with Program and Office requirements and the status of current grant-funded activities. (See page 13 for further details on criteria for this review.) Applicants with an OVW grant history that failed to meet grant deadlines, did not comply with Office of Justice Programs' (OJP) financial requirements, or did not comply with special conditions from previous grants, will not be considered for funding.

OVW will establish panels of experts and practitioners to review applications. Each panel will review the information provided in the application against the selection criteria for the program. Following formal peer review, a second internal review will be conducted, considering, for example, the geographic distribution of the applications for a national perspective, the ratio of

population to services, and the type of projects already funded within an applicant's state or community. The total points possible for an application are 100 (65 points for Narrative, 15 points for Budget, and 20 points for the MOU). Applications with the highest composite scores will be considered for funding.

Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide *[hyperlink]*
- Suspension or Termination of Funding

All OVW grantees must comply with these additional requirements. Additional information for each can be found at <http://www.ojp.usdoj.gov/funding/otherrequirements.htm>. References to the Office of Justice Programs' and its components are deemed to refer to the Office on Violence Against Women, as applicable.

OVW Application Checklist

Applicants must submit a fully executed application to OVW via overnight delivery, including all required supporting documentation. **Applications will not be accepted via facsimile.**

Although most parts of the application need to be submitted through Grants.gov as well as in hard copy form, it is the hard copy that will be reviewed. Applications submitted via Grants.gov must be in the following word processing formats: Microsoft Word (.doc), PDF files (.pdf), or Text Documents (.txt).

Complete applications should include the following:

- The SF-424;
- Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug Free Workplace Requirements;
- The summary data sheet, project abstract, project narrative, and for continuation applicants, the status of the project;
- The budget, budget summary, and budget narrative;
- Letter of non-supplanting;
- An MOU (EMOU, IMOU, FMOU, MIMOU);
- A current Indirect Cost Rate Agreement (if applicable);
- Financial Capability Questionnaire; and
- Certification of Compliance with Eligibility Requirements.

Detailed instructions on how to use the Grants.gov system to submit your application online are available at www.grants.gov. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-800-518-4726.

To help expedite the review process, applicants must send via overnight delivery a complete hard-copy original of the application, postmarked by **March 8, 2007** to:

**The Office on Violence Against Women
c/o Lockheed Martin Aspen Systems Corporation
OVW Campus Program
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850
(301) 519-5000.**

APPENDIX A

Sample Budget Detail Worksheet

SAMPLE

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes a 36 month budget period)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Investigator	(\$40,000 x 100% x 3)	\$120,000
1 advocate	(\$35,000 x 50% x 1 x 3)	\$52,500
Administrative Assistant	(\$30,000 x 25% x 1 x 3)	<u>\$22,500</u>
		\$195,000

The investigator and the advocates will be assigned exclusively to the campus violence against women unit at the University of USA Department of Public Safety Office. The half-time secretary will prepare reports and provide other support to the unit; this position is funded for three years.

TOTAL \$195,000

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Employer's FICA	\$195,000 x 7.65%	\$14,918
Retirement	\$195,000 x 6%	\$11,700
Health Insurance	\$195,000 x 12%	\$23,400
Workman's Compensation	\$195,000 x 1%	\$1,950
Unemployment Compensation	\$195,000 x 1%	\$1,950
TOTAL		<u>\$53,918</u>

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., four people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
OVW-TA	Unknown	Airfare	(\$500 x 4 people x 6 trips)	\$12,000
		Hotel	(\$150/night x 3 nights x 4 people x 6 trips)	\$10,800
		Meals	(\$50/day x 4 days x 4 people x 6 trips)	\$4,800
		Ground Transportation	(\$100 per trip x 4 people x 6 trips)	\$2,400
			TOTAL	<u>\$30,000</u>

D. Equipment - List non-expendable items that are to be purchased. (Note: the organization's own capitalization policy for classification of equipment should be used.) Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
3 – Desk Top Computers	(\$1,967 x 3)	\$5,900

The computers will be used by the investigator and the advocates to analyze case and intelligence information. The camera will be used for investigative and crime scene work.

TOTAL \$5,900

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable items such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$55/mo x 36 mo)	\$1,980
Postage	(\$20.05/mo x 36 mo)	\$722
Training Materials	(\$7/set x 175 sets)	\$1,225

Office supplies and postage are needed for general operation of the program. Training materials will be developed and used by the advocates to train department of public safety officers how to respond to violence against women crimes.

TOTAL \$3,932

F. Construction - Construction costs are not allowable.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
		\$0
	TOTAL	<u>\$0</u>

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. **Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.**

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
Jane Doe	Domestic Violence Trainer	(\$150/day x 25 days)	\$3,750

Jane Doe, Domestic Violence Trainer, will be hired, as needed, to assist with the education of the department of public safety officers, advocates, disciplinary board members and resident advisors. Jane Doe will also advise on the development of the training sessions for all incoming students.

Subtotal	<u>\$3,750</u>
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Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging etc.).

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
Airfare	San Diego	\$400 x 6 trips	\$2,400
Hotel and Meals		(\$100/day x 15 days)	\$1,500

Jane Doe is expected to make up to 6 trips to provide training and technical assistance to the project.

Subtotal	<u>\$3,900</u>
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Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
Not applicable	\$0
Subtotal	<u>\$0</u>

TOTAL \$7,650

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Telephone	(\$100/mo. x 24)	\$2,400
Printing/Reproduction	(\$50/mo. x 24)	\$1,200
TOTAL		<u>\$3,600</u>

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
No indirect cost is requested.		\$ 0
TOTAL		<u>-0-</u>

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$ <u>195,000</u>
B. Fringe Benefits	\$ <u>53,918</u>
C. Travel	\$ <u>30,000</u>
D. Equipment	\$ <u>5,900</u>
E. Supplies	\$ <u>3,932</u>

F. Construction	\$ <u>0</u>
G. Consultants/Contracts	\$ <u>7,650</u>
H. Other	\$ <u>3,600</u>
Total Direct Costs	\$ <u>300,000</u>
I. Indirect Costs	\$ <u>0</u>
TOTAL PROJECT COSTS	\$ <u>300,000</u>
 Federal Request	 \$ <u>300,000</u>
Non-Federal Amount	\$ <u>NA</u>

APPENDIX B

Certification of Compliance with the Eligibility Requirements of the Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program

Sample Letter

(This document **MUST** be included in the hard copy. If you have the capability, the **signed** document can also be included as an attachment on grants.gov)

SAMPLE

[Applicant Letterhead]

[date]

Director
Office on Violence Against Women
800 K Street N.W., Suite 920
Washington, DC 20530

Dear Director:

As the authorizing official of [enter name of INSTITUTION OF HIGHER EDUCATION], I submit this letter to certify to the following:

1. [NAME OF INSTITUTION OF HIGHER EDUCATION] is in compliance with the requirements of section 485 (f) of the Higher Education Act of 1965. Sec. 485 (f) of the Higher Education Act of 1965, codified at 20 U.S.C. 1092(f), as amended requires in part that all institutions of higher education collect crime statistics and security policies for their respective campuses. The information must be compiled in an annual security report and disseminated to all current students and employees, and, upon request, to any applicant for enrollment or employment. The annual security report must contain information regarding campus security policies and campus crime statistics.
2. [NAME OF INSTITUTION OF HIGHER EDUCATION] is in compliance with the requirements of 20 U.S.C. 1232g(b)(6), as amended. This section provides in part that institutions of higher education may disclose the final results of any disciplinary proceeding conducted by the institution against an alleged perpetrator of any violent crime or a nonforcible sex offense if the institution determines as a result of the disciplinary proceeding that the student committed a violation of the institution's rules or policies with respect to the crime or offense. This disclosure may include the name of any other student, such as a victim or witness, only with the written consent of that other student.

Sincerely,

[Authorizing Official]

APPENDIX C

Sample Memoranda of Understanding

(These documents **MUST** be included in the hard copy. If you have the capability, the **signed** document can also be included as an attachment on grants.gov)

SAMPLE

(Note that both the IMOU and EMOU will follow similar formats. Please see the section on Memoranda of Understanding for details on content and signatories.) This is for new, continuation, individual, and consortia projects.

Memorandum of Understanding *

Anywhere Campus Violence Prevention Project and Victim Service Provider and Criminal Justice Agencies

Anywhere Campus Violence Prevention Project (CVPP) will direct an initiative to:

- 1) Expand victim services, with a focus on improving service delivery for underserved communities on campus.
- 2) Conduct trainings on violence against women issues for law enforcement, faculty, students and staff.
- 3) Increase outreach to nontraditional students and to international students on campus.
- 4) Improve methods of communication between local and campus law enforcement and victim service providers to ensure a coordinated community response to violence against women on campus.

The below signatories will work in close conjunction with the proposed project and its staff in any manner that will help ensure its effective implementation throughout all relevant areas of campus life and activities. They agree to follow mutually agreed-upon protocols responding to victims of dating violence, sexual assault, domestic violence, and stalking, who are students, staff, or faculty of Anywhere Campus. They commit to working together to ensure the success of the project. Members of this coordinated community response to violence against women are dedicated to an ongoing evaluation of our services and to expanding membership to include representatives from constituency groups that work to provide services to underrepresented communities. Representatives of each group met three times to discuss each entity's goals in the development of this project. All signatories have reviewed and approved the proposed budget.

Local Rape Crisis Center (LRCC) has collaborated with CVPP since 1994 in providing training to the community. They have offered cross-consultation to our program, and have shared pertinent information, statistics, and educational materials. They have also participated in professional training to law enforcement, the community and each other's staff and volunteers. LRCC and CVPP are committed to working together to ensure seamless service delivery to victims who live on- or off-campus. They will continue to make their services available to

members of the campus community. They are also committed to working toward identifying barriers that victims from underserved communities face in obtaining assistance, and in establishing coordinated, sensitive assistance to such victims. Through this subcontract, LRCC will work with CVPP to ensure that victims receive comprehensive assistance.

Campus Medical Emergency Department (CMED) has been involved for ten years in providing training to the campus community. They have participated with CVPP as part of a County Sexual Assault Response Team, and have provided evidentiary exams for sexual assault victims who are students, staff, or faculty of the university. They have committed their support to our proposal and will continue to provide joint trainings with CVPP to the campus community on violence against women.

The County Sheriff's Department has worked with CVPP since 1996 in providing training to law enforcement officers regarding sexual assault and relationship violence. The CVPP provides training two times per year to members of the County Sexual Assault Response Team. The Sheriff's Department has agreed to refer sexual assault, dating violence, domestic violence, and stalking victims who are students or staff of the university to CVPP for crisis intervention and advocacy. They will provide consultation with CVPP, and the CVPP will provide the Sheriff's Department with educational materials and professional training on violence against women issues.

The Center for International Students (CIS) is a campus community organization that began collaboration with the CVPP in 1998. The CIS will provide training to CVPP staff to ensure cultural sensitivity and the elimination of barriers to victim service provision through CVPP. The CIS, CVPP and the LRCC will work collaboratively to ensure that international students and staff that live both on- and off-campus are provided comprehensive services. The CIS and the CVPP will also increase outreach to international students on campus about services available to victims of sexual assault, domestic violence, dating violence, and stalking. Elements of outreach include trainings conducted at the center and distribution of informational brochures and flyers regarding services available to victims.

President, **Date**
Anywhere Campus

Executive Director, **Date**
Local Rape Crisis Center

Police Chief, **Date**
Campus Police Department

County Sheriff's Department **Date**

Director, **Date**
Area Medical Emergency Department

Dean of Undergraduate Students, **Date**
Anywhere Campus

District Attorney, Date
Local District Attorney's Office

Director, Campus Women's Center	Date
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Clergy Coordinator	Date
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* Signatories for an <u>IMOU</u> might include:

President, Anywhere Campus	Date
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Director, Anywhere Campus Violence Prevention Project	Date
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Police Chief, Campus Police Department	Date
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Athletic Director, Athletic Department, Anywhere Campus	Date
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Executive Director, Latino Student Association	Date
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Dean of Undergraduate Students, Anywhere Campus	Date
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Director, Center for International Students	Date
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President, Anywhere Campus Student Government	Date
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SAMPLE FMOU

(Note that the FMOU will follow this format. Please see the section on Memoranda of Understanding for details on content and signatories.) This is for flagship initiatives only.

Memorandum of Understanding *

Principal Campus Violence Prevention Project, Principal Institution, Governing Body, All Member Institutions, Victim Service Provider, and Criminal Justice Agencies

Principal Campus Violence Prevention Project (PCVPP) will direct an initiative to replicate key practices and policies implemented on our campus with member institutions. The following goals are to:

- 1) Expand victim services, with a focus on improving service delivery for underserved communities on campus;
- 2) Conduct trainings on violence against women issues for law enforcement, faculty, students and staff;
- 3) Increase outreach to nontraditional students and to international students on campus; and
- 4) Improve methods of communication between local and campus law enforcement and victim service providers to ensure a coordinated community response to violence against women on campus.

The below signatories will work in close conjunction with the proposed project partners and its staff in any manner that will help ensure its effective implementation throughout all relevant areas of campus life and activities. They agree to adhere to mutually agreed-upon protocols responding to victims of dating violence, sexual assault, domestic violence, and stalking, who are students, staff, or faculty of all campuses. They must commit to working together to ensure the success of the proposed project. Members of this coordinated community response to violence against women are dedicated to an ongoing evaluation of services and to expanding membership to include representatives from constituency groups that will work to provide services to underrepresented communities. Representatives of each group met three times to discuss each entity's goals in the development of this project. All signatories for each member institution including the principal institution have reviewed and approved the proposed budget.

The Board of Regents for this school system will support Principal Campus Violence Prevention Project's (PCVPP) efforts to replicate key practices on Campus A, Campus B, and Campus C. In addition, we commit to approving, when applicable, system wide policies and practices, as well as, coordinate and participate in project meetings when necessary. Further, we will

demonstrate our commitment and support of this flagship project by communicating our involvement in the flagship project with all member institutions.

As the principal institution, Principal Campus Violence Prevention Project will serve as the lead administrator of this flagship project and will coordinate with member institutions to ensure seamless implementation of the program. Additionally, we will ensure participating institutions will fulfill the four minimum requirements of the program. Further, we will provide peer support and resources as needed; facilitate collaborative relationships; coordinate and collaborate with the State Coalition and County Sheriffs to provide support, training, and resources to member institutions.

Campus A, Campus B, and Campus C as member institutions of this flagship project agree to work with the principal institution to implement these practices on our campuses. We also agree to attend coordination meetings and trainings, and commit to implement system wide policies and procedures.

Since 2002, the State Coalition has collaborated with PCVPP in providing training to the community. They have offered cross-consultation to our program, and have shared pertinent information, statistics, and educational materials. They have also participated in professional training to law enforcement, the community and each other's staff and volunteers. SC and PCVPP are committed to working together to ensure seamless service delivery to victims who live on- or off-campus. They will make their services available to members of each campus community. They are also committed to working toward identifying barriers that victims from underserved communities face in obtaining assistance, and in establishing coordinated, sensitive assistance to such victims. Through this subcontract, SC will work with PCVPP to ensure that victims receive comprehensive assistance.

Since 2000, The County Sheriff's Department has worked with PCVPP in providing training to law enforcement officers regarding sexual assault and relationship violence. The PCVPP provides training two times per year to members of the County Sexual Assault Response Team. The Sheriff's Department has agreed to refer sexual assault, dating violence, domestic violence, and stalking victims who are students or staff of the universities involved with PCVPP for crisis intervention and advocacy. They will provide consultation with PCVPP, and the PCVPP will provide the Sheriff's Department with educational materials and professional training on violence against women issues.

President,	Date
Principal Campus	

Executive Director,	Date
State Coalition	

Police Chief,	Date
Principal Campus Police Department	

Police Chief,	Date
Anywhere County Sheriffs Department	

Chair, Flagship Board of Regents	Date
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District Attorney, Local District Attorney's Office	Date
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Judicial Board Representative	Date
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President, Anywhere Campus B	Date
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President, Anywhere Campus C	Date
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President, Anywhere Campus D	Date
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SAMPLE MIMOU

(Note that the MIMOU will follow this format. Please see the section on Memoranda of Understanding for details on content and signatories.) This is for flagship projects only.

Memorandum of Understanding *

Campus A Violence Prevention Project and Victim Service Provider and Criminal Justice Agencies

Campus A Violence Prevention Project (CAPP) will direct an initiative to:

- 1) Expand victim services, with a focus on improving service delivery for underserved communities on campus.
- 2) Conduct trainings on violence against women issues for law enforcement, faculty, students and staff.
- 3) Increase outreach to nontraditional students and to international students on campus.
- 4) Improve methods of communication between local and campus law enforcement and victim service providers to ensure a coordinated community response to violence against women on campus.

The below signatories will work in close conjunction with the proposed project and its staff in any manner that will help ensure its effective implementation throughout all relevant areas of campus life and activities. They agree to follow mutually agreed-upon protocols responding to victims of dating violence, sexual assault, domestic violence, and stalking, who are students, staff, or faculty of Campus A. They commit to working together to ensure the success of the project. Members of this coordinated community response to violence against women are dedicated to an ongoing evaluation of our services and to expanding membership to include representatives from constituency groups that work to provide services to underrepresented communities. Representatives of each group met three times to discuss each entity's goals in the development of this project. All signatories have reviewed and approved the proposed budget.

Local Rape Crisis Center (LRCC) and Local District Attorney's Office (LDAC) has collaborated with CAPP since 1994 in providing training to the community. They have offered cross-consultation to our program, and have shared pertinent information, statistics, and educational materials. They have also participated in professional training to law enforcement, the community and each other's staff and volunteers. LRCC, LDAC, and CAPP are committed to working together to ensure seamless service delivery to victims who live on- or off-campus. They will continue to make their services available to members of the campus community. They are also committed to working toward identifying barriers that victims from underserved

communities face in obtaining assistance, and in establishing coordinated, sensitive assistance to such victims. Through this subcontract, LRCC and LDAC will work with CAPP to ensure that victims receive comprehensive assistance.

Campus Medical Emergency Department (CMED) has been involved for ten years in providing training to the campus community. They have participated with CAPP as part of a County Sexual Assault Response Team, and have provided evidentiary exams for sexual assault victims who are students, staff, or faculty of the university. They have committed their support to our proposal and will continue to provide joint trainings with CAPP to the campus community on violence against women.

The County Sheriff's Department has worked with CAPP since 1996 in providing training to law enforcement officers regarding sexual assault and relationship violence. The CAPP provides training two times per year to members of the County Sexual Assault Response Team. The Sheriff's Department has agreed to refer sexual assault, dating violence, domestic violence, and stalking victims who are students or staff of the university to CAPP for crisis intervention and advocacy. They will provide consultation with CAPP, and the CAPP will provide the Sheriff's Department with educational materials and professional training on violence against women issues.

The Center for International Students (CIS) is a campus community organization that began collaboration with the CVPP in 1998. The CIS will provide training to CAPP staff to ensure cultural sensitivity and the elimination of barriers to victim service provision through CAPP. The CIS, CAPP and the LRCC will work collaboratively to ensure that international students and staff that live both on- and off-campus are provided comprehensive services. The CIS and the CAPP will also increase outreach to international students on campus about services available to victims of sexual assault, domestic violence, dating violence, and stalking. Elements of outreach include trainings conducted at the center and distribution of informational brochures and flyers regarding services available to victims.

* Signatories for an MIMOU might include:

**President,
Campus A** **Date**

**Executive Director,
Latino Student Association** **Date**

**Director,
Campus A Violence Prevention Project** **Date**

**Dean of Undergraduate Students,
Anywhere Campus** **Date**

**Police Chief,
Campus Police Department** **Date**

**Director,
Center for International Students** **Date**

**Athletic Director,
Athletic Department, Anywhere Campus** **Date**

**President,
Anywhere Campus Student Government** **Date**

**Executive Director,
Local Rape Crisis Center** **Date**

**Director,
Residential Housing** **Date**

**Administrator,
Local Hospital** **Date**

**Executive Director,
Civil Legal Services** **Date**

APPENDIX D

Non-Binding Letter of Intent

(Email to ovw.campus@usdoj.gov)

Letter of Intent

Attn: Campus Program

Fax: (202) 305-2589

Dear Office on Violence Against Women:

I intend to apply for funds under the FY 2007 Grants to Reduce Domestic Violence, Dating Violence, Sexual Assault, and Stalking on Campus Program.

**Individual Campus
Applicant**

**Consortium
Applicant**

**Flagship
Initiative
Applicant**

Continuation

New